

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ASSISTANT WARDEN

SALARY GROUP: B23

DEPARTMENT: Correctional Institutions Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: William Stephens DATE: 7/21/2015

POSITION #: 033019

**I. JOB SUMMARY**

Performs highly complex correctional and criminal justice administration work in a correctional facility. Work involves managing and overseeing correctional facilities; administering policies and procedures; directing security, housing, and facility operations; and planning, assigning, and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Directs operations regarding the control, security, and administration of staff, offenders, equipment, permanent improvements, and property of the correctional facility; monitors staff and offenders to ensure compliance with policies, procedures, rules, and regulations; and enforces offender disciplinary rules.
- B. Plans and directs procedures and practices relating to the security of offenders; responds to emergency situations and plans and directs the placement of staff in the event of riots, escapes, and other emergencies; and assists in planning the operation and labor force placement of the facility agriculture, treatment, maintenance and construction, and industrial programs.
- C. Oversees the preparation and documentation of work assignments, classification committee, rehabilitative records, and reports on offenders.
- D. Directs inspections of the living accommodations of offenders for proper sanitation and determines whether improvements are necessary; oversees building maintenance and improvements; and approves requisitions for materials and supplies.
- E. Plans, assigns, and supervises the work of others.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) . Each additional thirty semester hours from an accredited college or university may be substituted for one year of non-supervisory experience with a maximum substitution of two years. A Bachelor's degree in Criminal Justice or a related field from an accredited college or university may be substituted for three years of the required non-supervisory experience.
2. Nine years full-time, wage-earning adult correctional custody or adult criminal justice program administration experience to include five years in the supervision of employees.

**B. Knowledge and Skills**

1. Knowledge of the overall operation of correctional facilities.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of correctional methods, techniques, practices, and procedures.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill in administrative problem-solving techniques.
7. Skill in the supervision of employees and offenders.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to plan, assign, and supervise the work of others.

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Page 3 of 3

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, use firearms, perform tactical discernment, and restrain assaultive persons.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, using chemical agents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, tractor, trailer, and automobile.